



Procurement Policy

of

SAHBHAGI SHIKSHAN KENDRA

This document contains the procurement policy, brief step by step process and other details for procurement. This policy is meant for the organisational use of Sahbhagi Shikshan Kendra (SSK)

For the Year - 2020-2021



Major Roles & Responsibilities of the Committee: -

1. Need Assessment for any kind of procurements.
2. Market survey and invite quotation for purchase.
3. Periodic survey of market for stationary and selection of supplier list.
4. Finalization of purchase order and negotiation with parties.
5. Finalization of annual maintenance contract (AMC).
6. Coordination with accounts section for timely payments.
7. Every decision taken by the Procurement committee will be approved by the Director and then will be implemented.
8. If required, the Procurement committee can purchase in cash up to Rs. 5000/- with the prior approval of Director. Exceeding this amount, all the purchasing will be done either by Cheque or Demand Draft or Bank transfer.
9. At least 2 members from Procurement committee is must for Local and/or Cash Purchase from the market.
10. Each & Every bills/invoice/*challans* should contain the signature of Procurement committee members.
11. Disposal of asset will be done only after assessment from the Procurement team and approved from the direct.
12. The committee can take decision on the procedure to be followed for Procurement in the field offices.
13. During the time of opening bids/quotations, minimum of 2 members should be present.



Procurement Policy Followed by SSK

The following is the step by step description of the procurement process which is followed by Sahbhagi Shikshan Kendra (SSK).

Step 1: Requirement form – The requirement form is filled for the requirement generated. The requirement can be of any type related to the project. The sample of requirement form is -

Sample-Requirement Form 1

Sl. No.	Particulars	Specification	Quantity	Purpose

Director _____ Signature _____

Name of Applicant : _____

Designation : _____

Department / Team : _____

(For Procurement Member Committee)

We have assessed the above requirement and recommend the following

Recommendations (for internal compliance) ☐ New Purchase ☐

MARKET SURVEY REPORT

Rate	Name of Supplier	Favourable	Non Favourable

Our recommendation.....

Signature of Members Procurement Committee _____

Director's Comments _____



Director _____

After mentioning all the details, this form is submitted to Procurement Committee. The procurement committee receives the requirement and proceeds to step 2.






Step 2: Market Analysis and Review for Quotation – The request for proposed and market analysis is done as per the table mentioned below -

Procedure		
Procedure 1	1 INR to 2000 INR	<ul style="list-style-type: none"> – No Quotation required. Can be procured in cash or cheque or bank transfer with approval by Procurement Committee or Director. – No. CBA needs to be prepared
Procedure 2	2001 INR to 5000 INR	<ul style="list-style-type: none"> – No Quotation or one/two Quotation required, depending upon the approved by Procurement Committee. – No. CBA needs to be prepared
Procedure 3	50001 INR to 10000 INR	<ul style="list-style-type: none"> – At least 2 Quotation required. Request for Quotation or information can be sent by mail or through verbal communication. – CBA may be prepared depending upon the Procurement Committee decision.
Procedure 4	10001 INR to 100000 INR	<ul style="list-style-type: none"> – At least 3 Quotation required by supplier. Request for Quotation or information can be sent by mail or through verbal communicator. – CBA need to be prepared.
Procedure 5	100001 INR to 500000 INR	<ul style="list-style-type: none"> – 3 or more written Quotation required. – CBA needs to be prepared. – Request for quotation demands needs to be sent to suppliers ---- to be announced online.
Procedure 6	500000 INR to above INR	<ul style="list-style-type: none"> – Announcement of request for quotation in printing media or online or inform the suppliers through mail, post or verbally – collection of all the quotations, analysis and preparation of CBA – Collective decision of finalizing the order – Working on all the legal aspect of the procurement

Step 3: Preparation of CBA Document – After receiving the quotation (Written or verbal) comparison bid analysis is prepared, if required. All the quotation is opened at a decided date in presence of all the Procurement team members (or minimal 2 members present). The comparison chart or Comparison bid analysis (CBA) is prepared as per the rate quoted. The recommendation for the supplier is given by the Procurement team & for find approved by Director.

A sample of Comparative Bid Analysis is shown below –

 Sahbhagi Shikshan Kendra Lucknow www.sahbhagi.org	 Malteser International Order of Malta Worldwide Relief www.malteser-international.org	 EUROPEAN COMMISSION Humanitarian Aid http://ec.europa.eu/echo/index_en.htm
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Comparative Bid Analysis 3rd March, 2010


The following suppliers have submitted their Quotations. Results of the quotations received have been analysed which are as follows -

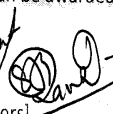
Sr.	Particular	Unit	Quantity	Image & Creation	Nirmal Interprises	Mathura Prasad	ANNA	Aditya Solar Shop	Ankur Marketing Services	Total Amount (INR)
1	Solar Lartens	No.	124	4775/-	5800/- + tax	5700/- + tax	5500/- + tax	3000/-	3390/- + tax	3,72,000/-
2	Solar Street Light	No.	01	3465/-	81500/- + tax	30200/- + tax	29500/- + tax	19855/-	20832/- + tax	39710/-
Total										4,11,710/-

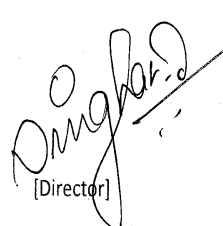
As per the analysis of quotation it was decided that the contract for supplying and installation of Solar Lartens and Solar Street Lights can be awarded to Aditya Solar Shop because –

- The rates are lower than the other suppliers
- Aditya Solar Shop belongs to one of the government organisation named – Non-Conventional Energy Development Agency (NEDA), department of Additional Sources of Energy, Govt., U.P.
- They are spread all over INDIA with good network of sales after service. One of the service centres is at Behraich, nearby to the project location.
- They have good stock maintained in their showroom.

Recommendation - The contract can be awarded to Aditya Solar Shop



 [Procurement Team Members]


 [Program Manager]


 [Director]

Step 5: Preparation of Order Form – Post CBA an order is given to the selected supplier in writing on an Order Form. The sample of the order form is given below –

Sample - Order Form 1



SAHBHAGI SHIKSHAN KENDRA
Sahbhagi Road, Chhatha Meel, (Behind Police Fire Station),
Sitapur Road, Lucknow-226 201 (U.P.), India
Phone : 9452293783, 9935302536 E-mail : info@sahbhagi.org Web: www.sahbhagi.org

ORDER FORM

Ref. : Date :

Ordered to

Ordered by

Sl. No.	Particulars	Quantity	Specification	Remarks

Payment advice/information :


Applicant

Admn. Officer

Director

If there are specific terms & conditions or any payment information, it is mentioned in the order form. This order form is made in a copy of two, one is handed over to the supplier and other copy is kept with the procurement committee.

Dingha



Step 6: Payment Release Form- After the completion of the order, the following form is filled up and given to the accounts section for release of pending payment of the supplier. This process is one of the last processes and is completed only after verification and quality assurance of the supplied material. The sample form is given below:

Sample Payment Release form 1

<u>CHEQUE / DD REQUEST FORM</u>	
To, Accountant, SSK	Date
Kindly make a Cheque/DD/Bill of Rs. (in words) in favour of payable at Cheque/DD/Bill required on Bill details Thanks.	
..... Applicant Director
Name Designation	

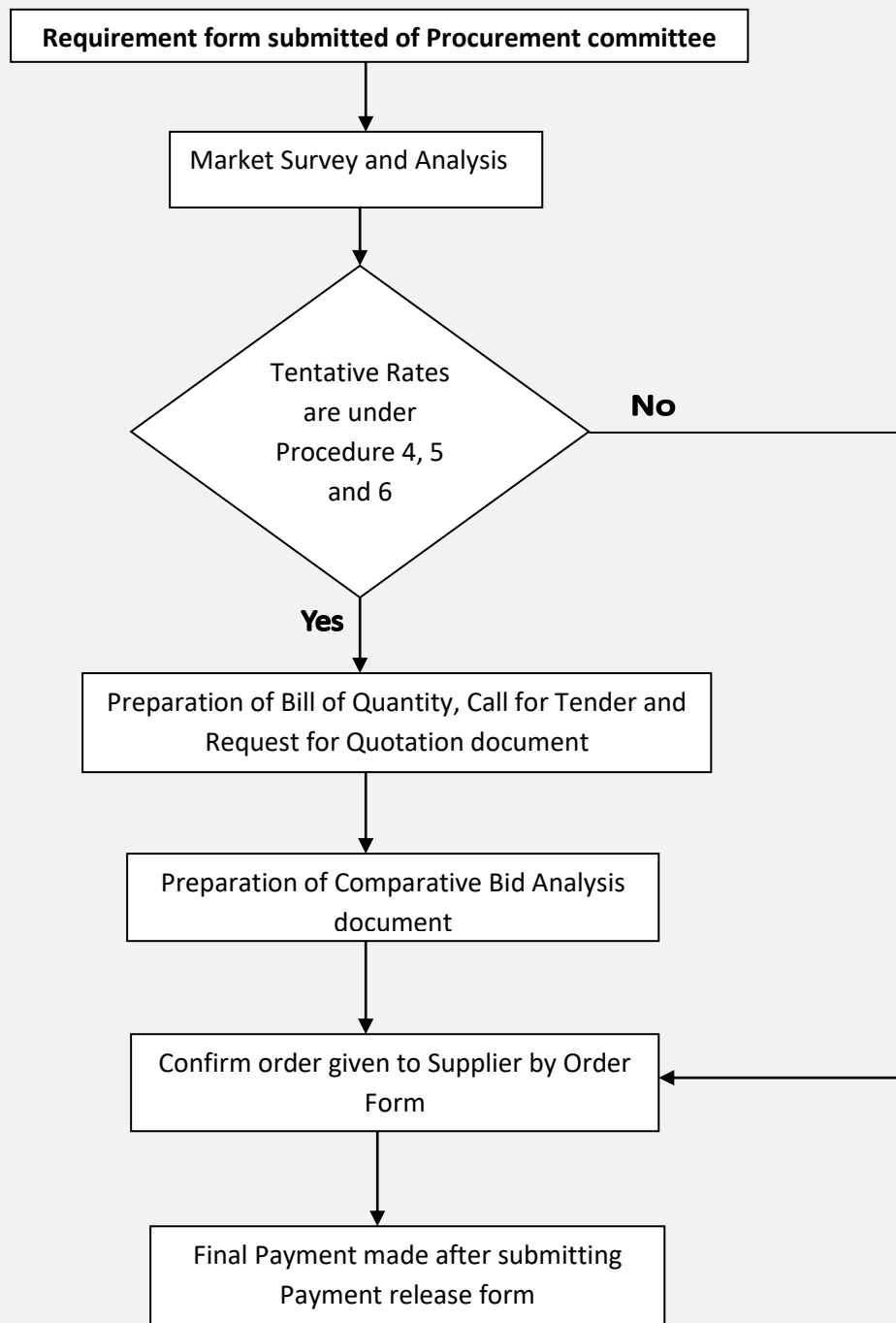
Disposal / Removal of Assets

Disposal Process


- a. The procurement team as determined above will only identify assets that are in excess of council requirements or un-useful for the organization and are suitable for disposal.
- b. Procurement team decides whether assets are to be auctioned, sold or simply be donated
- c. The procurement team shall write the application to the Director of the organization and seeks the appropriate approval prior to disposal.
- d. If the Director approves the disposal of a particular asset, only then can those assets will be disposed.
- e. The original application shall be forwarded to Finance unit for adjustment in Assets Register and further auction, if required.



Flow Chart Representation of the Procurement Steps followed by SSK



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The stamp is circular with the text "SAHBHAGI SHIKSHAN KENDRA" around the top and "LUCKNOW" around the bottom. In the center is a logo featuring a stylized 'S' and 'K' intertwined.